

# **RFP**

## **"CS" SERIES**

### **REQUEST FOR PROPOSALS**

PRINTING, BINDING, PACKAGING, AND DELIVERING THE  
2005 IOWA ACTS AND THE 2005 CODE SUPPLEMENT

### **CS-3**

## **PROPOSAL FORMS**

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Issued: August 15, 2005

Legislative Services Agency  
State Capitol  
Des Moines, Iowa 50319

Dennis Prouty, Director  
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Division Director  
Leslie Hickey, Iowa Code Editor



**REQUEST FOR PROPOSALS (FORMS CS-3)  
PROPOSAL FORMS 2005 IOWA ACTS & 2005 CODE SUPPLEMENT**

|                      |  |
|----------------------|--|
| <b>Bidder's Name</b> |  |
|----------------------|--|

**CS-3**  
**PROPOSAL FORMS**

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***ITEM #1: PROPOSAL FORM FOR THE ACTS***

BIDDERS MUST COMPLETE THE INTERACTIVE VERSION OF THE FORM AS PROVIDED BY THE AGENCY ON ITS WEBSITE. TO COMPLETE THIS FORM READ THE INSTRUCTIONS FORM (C-1) AND CONSULT THE CONTRACT FORM FOR THE ACTS (C-2 ITEM #1). BOTH FORMS ARE ALSO PROVIDED BY THE AGENCY ON ITS WEBSITE. A FAILURE TO PROPERLY COMPLETE THIS PROPOSAL FORM AND SUBMIT IT BY THE DEADLINE MAY RESULT IN THE BIDDER'S DISQUALIFICATION.

**I. BID AMOUNT**

- A. *Contract Price Based on Production and Delivery of Books (and Production Items).***  
The bid amount is the contract price calculated by accounting for all production materials and workmanship used by the Contractor in producing and delivering books to the Agency for Agency approval, including the production and delivery of associated production items to the Agency for Agency acceptance or approval. *See Contract Form, Item #1, Parts VII through IX.*
- B. *Estimation.*** The bid amount accounts for the production and delivery of the ordinary order of 3,500 books by assuming that each book has 1,216 pages with 38 signatures each containing 32 pages.

**Ordinary Order of Books  
Estimated Number of Signatures**

| Number of Books | Signature Form | Signature Count | Bid Amount |
|-----------------|----------------|-----------------|------------|
| 3,500           | 32-page        | 38              | \$_____    |



# REQUEST FOR PROPOSALS (FORMS CS-3) PROPOSAL FORMS 2005 IOWA ACTS & 2005 CODE SUPPLEMENT

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| <b>Bidder's Name</b> |  |
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**C. Adjustments.** The contract price may be adjusted to account for the following variables during production which could not be calculated when the contract is executed. See *Contract Form, Item #1, Part XI, Paragraph C, Subparagraphs 1 through 3.*

- 1. Incidental Work.** Incidental work such as copy preparation and rework as the Agency instructs the contractor during book production.
- 2. Actual Number of Signatures.** The actual number of signatures for each book as the Agency instructs the Contractor to be added or subtracted from the signature count as estimated by the Agency when the contract is executed.
- 3. Actual Number of Books (Overrun).** The actual number of books accepted by the Agency which are produced and delivered as an overrun up to 100 books more than the ordinary order.

### Basis for Adjustment (Incidental Work)

| Type of Work                  | Amount Per Hour |
|-------------------------------|-----------------|
| Correcting Electronic Files   | \$ _____        |
| Making Minor Copy Corrections | \$ _____        |
| Replating                     | \$ _____        |

### Basis for Adjustment (Number of Signatures and Books)

| Signature Calculation                                            | Signatures Per Book               |       | Amount Per Signature Per Book |          |
|------------------------------------------------------------------|-----------------------------------|-------|-------------------------------|----------|
|                                                                  | Form                              | Count | Ordinary Order                | Overrun  |
| Estimated Number of Signatures                                   | 32-page                           | 38    | \$ _____                      | \$ _____ |
| Actual Number of Signatures<br><i>(Adjusted Signature Count)</i> | Each Additional 32-page Signature |       | \$ _____                      | \$ _____ |
|                                                                  | Each Additional 16-page Signature |       | \$ _____                      | \$ _____ |
|                                                                  | Each Fewer 32-page Signature      |       | \$ _____                      | \$ _____ |
|                                                                  | Each Fewer 16-page Signature      |       | \$ _____                      | \$ _____ |



# REQUEST FOR PROPOSALS (FORMS CS-3) PROPOSAL FORMS 2005 IOWA ACTS & 2005 CODE SUPPLEMENT

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|----------------------|--|
| <b>Bidder's Name</b> |  |
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## II. BID AMOUNT BREAKDOWN

**A. Divisions Based on Book Production and Delivery.** Assume that the bid amount accounts for the estimated signature count of each book which is produced and delivered as part of an ordinary order (including for normal delivery and special delivery) but may not account for the actual signature count of each book, the actual number of books delivered (overrun), or incidental work. The Bidder must breakdown the bid amount to account for both the production and delivery of an ordinary order of books.

1. **Book Production.** The part of the bid amount associated with book production accounts for the production and delivery of production items and the production of books but excludes the delivery of books to all destinations. In other words, it accounts for everything other than the delivery of books.
2. **Book Delivery.** The part of the bid amount associated with book delivery accounts for the delivery (i.e., packaging and shipping) of books to all destinations required in the contract, which includes both normal delivery and special delivery.

### Book Production and Delivery (Ordinary Order of Books & Estimated Signature Count)

| Breakdown Divisions |                  |                                                            | Description                                                                                                             | Amount   |
|---------------------|------------------|------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|----------|
| Book Production     |                  |                                                            | That part of the bid amount which does not account for the packaging and shipment of books.                             | \$ _____ |
| Book Delivery       |                  |                                                            | That part of the bid amount which accounts for the packaging and shipment of books.                                     | \$ _____ |
| Types of Delivery   | Normal Delivery  | General Distribution<br>State Capitol Complex Distribution | That part of the bid amount which accounts for the packaging and shipment of books to the Grimes State Office Building. | \$ _____ |
|                     | Special Delivery | Judicial Distribution                                      | That part of the bid amount which accounts for the packaging and shipment of books to Iowa's eight judicial districts.  | \$ _____ |



# REQUEST FOR PROPOSALS (FORMS CS-3)

## PROPOSAL FORMS 2005 IOWA ACTS & 2005 CODE SUPPLEMENT

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|----------------------|--|
| <b>Bidder's Name</b> |  |
|----------------------|--|

- B. Divisions Based on Production Materials and Workmanship.** Assume that the bid amount accounts for the estimated signature count and the actual signature count of each book which is produced and delivered as part of an ordinary order (including for normal delivery and special delivery) and for each book which is produced and delivered as part of an overrun, but which does not account for incidental work.
- 1. Production Materials.** The Bidder must break down the bid amount associated with production materials (1) Cover and binding and (2) Page paper and ink, which are used to produce and deliver an ordinary order of books and to account for each book produced and delivered as part of an overrun.
  - 2. Workmanship.** The Bidder must break down the bid amount to account for prepress, plating, printing, and the folding of different form of signatures for 1,216 impressions and then to account for different forms of signatures for each book produced and delivered as part of an overrun.

### Production Materials and Workmanship

| Production Materials                            | Signatures Per Book               |       | All Books (Ordinary Order of 3,500 Books) | Each Additional Book (100 Book Overrun) |
|-------------------------------------------------|-----------------------------------|-------|-------------------------------------------|-----------------------------------------|
|                                                 | Form                              | Count |                                           |                                         |
| Cover and Binding<br>Estimated Signature Count  | 32-page                           | 38    | \$ _____                                  | \$ _____                                |
| Page Paper and Ink<br>Estimated Signature Count | 32-page                           | 38    | \$ _____                                  | \$ _____                                |
| Page Paper and Ink<br>Adjusted Signature Count  | Each Additional 32-page Signature |       | \$ _____                                  | \$ _____                                |
|                                                 | Each Additional 16-page Signature |       | \$ _____                                  | \$ _____                                |
|                                                 | Each Fewer 32-page Signature      |       | \$ _____                                  | \$ _____                                |
|                                                 | Each Fewer 16-page Signature      |       | \$ _____                                  | \$ _____                                |



# REQUEST FOR PROPOSALS (FORMS CS-3)

## PROPOSAL FORMS 2005 IOWA ACTS & 2005 CODE SUPPLEMENT

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|----------------------|--|
| <b>Bidder's Name</b> |  |
|----------------------|--|

### Production Materials and Workmanship (Cont.)

| Prepress, Plating,<br>Printing, and Folding of<br>Signatures | Signatures Per<br>Book                |       | All Books<br>(Ordinary<br>Order of 3,500<br>Books) | Each Additional<br>Book (100-Book<br>Overrun) |
|--------------------------------------------------------------|---------------------------------------|-------|----------------------------------------------------|-----------------------------------------------|
|                                                              | Form                                  | Count |                                                    |                                               |
| Estimated Signature Count                                    | 32-page                               | 38    | \$ _____                                           | \$ _____                                      |
| Adjusted Signature Count                                     | Each Additional 32-<br>page Signature |       | \$ _____                                           | \$ _____                                      |
|                                                              | Each Additional 16-<br>page Signature |       | \$ _____                                           | \$ _____                                      |
|                                                              | Each Fewer 32-<br>page Signature      |       | \$ _____                                           | \$ _____                                      |
|                                                              | Each Fewer 16-<br>page Signature      |       | \$ _____                                           | \$ _____                                      |

### III. PRODUCTION MATERIALS SPECIFICATIONS

- A. *Detailed Specifications.*** A bidder must submit detailed specifications regarding production materials proposed for book production as follows:

#### Production Materials

| Ink         | Detailed Specifications |          |                           |
|-------------|-------------------------|----------|---------------------------|
|             | Contract Form           | Proposal | Alternative               |
| % Soy-Based | 100                     | 100      | No Alternative Acceptable |



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| <b>Bidder's Name</b> |  |
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## Production Materials (Cont.)

| Paper Stock                                  | Detailed Specifications    |                |                           |
|----------------------------------------------|----------------------------|----------------|---------------------------|
|                                              | Contract Form              | Proposal       | Alternative               |
| Name                                         | "Custom Plus" <sup>1</sup> |                |                           |
| Size                                         | 7.25" X 10.50"             | 7.25" X 10.50" | No Alternative Acceptable |
| Color                                        | Cream                      |                |                           |
| Finish                                       | English & Smooth           |                |                           |
| Brightness                                   | 80                         |                |                           |
| Opacity                                      | 88                         |                |                           |
| Basis Weight (#)                             | 35                         |                |                           |
| PPI                                          | 800                        |                |                           |
| Minimum % of Postconsumer Recycled Materials | 30                         |                |                           |
| pH Content                                   | 7 or 7.5                   |                |                           |

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<sup>1</sup> Manufactured by Nexfor Fraser Papers Inc.



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**Production Materials  
(Cont.)**

| <b>Casing &amp; Cover</b>        | <b>Detailed Specifications</b>                          |                |                           |
|----------------------------------|---------------------------------------------------------|----------------|---------------------------|
|                                  | Contract Form                                           | Proposal       | Alternative               |
| Book Size                        | 7.50" X 10.75"                                          | 7.50" X 10.75" | No Alternative Acceptable |
| Inlay<br>(Binder's Board)        | Davey Red<br>Label Binder's<br>Board .097"<br>Thickness |                |                           |
| Covering<br>Material<br>(Fabric) | Roxite F Taupe<br>#69564<br>(ICG-holliston)             |                |                           |

**B. *Alternative Explained.*** If a bidder proposes an alternative detailed specification which deviates from one required in Paragraph "A," the bidder must briefly explain why the alternative detailed specification is proposed and why it satisfies the objectives of this RFP. The bidder may continue the explanation and description of the alternative in Part VI.

**Explanation**



# REQUEST FOR PROPOSALS (FORMS CS-3) PROPOSAL FORMS 2005 IOWA ACTS & 2005 CODE SUPPLEMENT

|                      |  |
|----------------------|--|
| <b>Bidder's Name</b> |  |
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## IV. COMPLIANCE WITH THE CONTRACT FORM

By submitting a proposal to the Agency, a bidder who is selected as potential contractor by the Agency agrees to the terms and conditions as provided in the Contract Form for the Acts, unless the Contractor expressly provides otherwise in Part VI. If the bidder refuses to comply with a term or provision in the Contract Form for the Acts, the bidder must complete Part VI by providing an explanation for the refusal and a description of an alternative approach which satisfies the objectives of this proposal form.

## V. STATEMENT OF WORK

**A. Business Information.** Provide information about the bidder's business:

### Bidder's Business

| Category                          |                              | Bidder Information |
|-----------------------------------|------------------------------|--------------------|
| Business Name                     |                              |                    |
| Principal<br>Place of<br>Business | Street Address               |                    |
|                                   | City, State, and<br>Zip Code |                    |
| State of Incorporation            |                              |                    |
| Federal ID Number                 |                              |                    |



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## PROPOSAL FORMS 2005 IOWA ACTS & 2005 CODE SUPPLEMENT

|                      |  |
|----------------------|--|
| <b>Bidder's Name</b> |  |
|----------------------|--|

**B. *Production Locations.*** Provide information regarding the location of production operations for the production of production items and books:

### Place of Production

| Category                   |                                                | Bidder Information            |
|----------------------------|------------------------------------------------|-------------------------------|
| In-State<br>Production     | Percentage of Production Located in this State | 100% ____ Less than 100% ____ |
|                            | Principal Place of Production                  |                               |
|                            | Street Address<br>City and Zip Code            |                               |
| Out-of-State<br>Production | Principal Place of Production                  |                               |
|                            | Street Address                                 |                               |
|                            | City, State, and Zip Code                      |                               |
|                            | Secondary Place of Production                  |                               |
|                            | Street Address                                 |                               |
|                            | City, State, and Zip Code                      |                               |

**C. *Subcontractors.*** Provide information regarding subcontractors used in the production and delivery of production items and books:

### Use of Subcontractors

Verify that the bidder will or will not use subcontractors:

|                  |
|------------------|
| Yes ____ No ____ |
|------------------|



# REQUEST FOR PROPOSALS (FORMS CS-3) PROPOSAL FORMS 2005 IOWA ACTS & 2005 CODE SUPPLEMENT

|                      |  |
|----------------------|--|
| <b>Bidder's Name</b> |  |
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## First Subcontractor (Production of Production Items and Books)<sup>2</sup>

| Category                      |                           | Bidder Information |
|-------------------------------|---------------------------|--------------------|
| Name                          |                           |                    |
| Principal Place of Production | Street Address            |                    |
|                               | City, State, and Zip Code |                    |
| Percent of Total Production   |                           | _____ %            |
| Type of Production            |                           |                    |
| Qualifications                |                           |                    |

## Second Subcontractor (Delivery of Production Items)

| Category                      |                           | Bidder Information |
|-------------------------------|---------------------------|--------------------|
| Name                          |                           |                    |
| Principal Place of Production | Street Address            |                    |
|                               | City, State, and Zip Code |                    |

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<sup>2</sup> The Agency assumes that a bidder will not use more than one subcontractor to produce production items or books.



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| <b>Bidder's Name</b> |  |
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### Second Subcontractor (Delivery of Production Items) (Cont.)

| Category                    | Bidder Information |
|-----------------------------|--------------------|
| Percent of Total Production | _____ %            |
| Type of Production          |                    |
| Qualifications              |                    |

### Third Subcontractor (Delivery of Books)

| Category                      | Bidder Information       |
|-------------------------------|--------------------------|
| Name                          |                          |
| Principal Place of Production | Street Address           |
|                               | City, State and Zip Code |
| Percent of Total Production   | _____ %                  |
| Type of Production            |                          |
| Qualifications                |                          |



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| <b>Bidder's Name</b> |  |
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**D. Statutory Publications.** Provide information regarding statutory publications produced by the bidder:

### Iowa Statutory Publications

Verify that the bidder has produced a statutory publication for the Legislative Services Agency within the last five years:

|                    |
|--------------------|
| Yes _____ No _____ |
|--------------------|

### Iowa Statutory Publications

| Publication     | Each Year Bidder Produced a Publication |  |  |  |  |
|-----------------|-----------------------------------------|--|--|--|--|
| Iowa Acts       |                                         |  |  |  |  |
| Code of Iowa    |                                         |  |  |  |  |
| Code Supplement |                                         |  |  |  |  |

### Other Statutory Publications

Verify that the bidder has produced a statutory publication other than for the Legislative Services Agency within the last five years:

|                    |
|--------------------|
| Yes _____ No _____ |
|--------------------|



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## PROPOSAL FORMS 2005 IOWA ACTS & 2005 CODE SUPPLEMENT

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|----------------------|--|
| <b>Bidder's Name</b> |  |
|----------------------|--|

### First Statutory Publication

| Category           |                                 | Bidder Information |
|--------------------|---------------------------------|--------------------|
| Book               | Title and Year of Publication   |                    |
|                    |                                 |                    |
| Customer           | Name                            |                    |
|                    | Street Address                  |                    |
|                    | City, State, and Zip Code       |                    |
| Work               | Products and Services Furnished |                    |
|                    | Percent of Total Production     | ____ %             |
| Customer Reference | Name                            |                    |
|                    | Title                           |                    |
|                    | Telephone Number                |                    |
|                    | E-mail Address                  |                    |



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| <b>Bidder's Name</b> |  |
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## Secondary Statutory Publication

| Category           |                                 | Bidder Information |
|--------------------|---------------------------------|--------------------|
| Book               | Title and Year of Publication   |                    |
|                    |                                 |                    |
| Customer           | Name                            |                    |
|                    | Street Address                  |                    |
|                    | City, State, and Zip Code       |                    |
| Work               | Products and Services Furnished |                    |
|                    | Percent of Total Production     | ____%              |
| Customer Reference | Name                            |                    |
|                    | Title                           |                    |
|                    | Telephone Number                |                    |
|                    | E-mail Address                  |                    |



# REQUEST FOR PROPOSALS (FORMS CS-3)

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|----------------------|--|
| <b>Bidder's Name</b> |  |
|----------------------|--|

E. **Bidder Contact Persons.** Provide information about persons responsible for answering questions regarding the bidder's proposal:

### Primary Contact Person

| Category             |                           | Bidder Information |
|----------------------|---------------------------|--------------------|
| Personal Information | Name                      |                    |
|                      | Title                     |                    |
| Business Location    | Street Address            |                    |
|                      | City, State, and Zip Code |                    |
| Contact Information  | Telephone Number          |                    |
|                      | E-mail Address            |                    |
|                      | Pager Number (if any)     |                    |

### Secondary Contact Person

| Category             |                           | Bidder Information |
|----------------------|---------------------------|--------------------|
| Personal Information | Name                      |                    |
|                      | Title                     |                    |
| Business Location    | Street Address            |                    |
|                      | City, State, and Zip Code |                    |



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|----------------------|--|
| <b>Bidder's Name</b> |  |
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### Secondary Contact Person (Cont.)

| Category               |                       | Bidder Information |
|------------------------|-----------------------|--------------------|
| Contact<br>Information | Telephone Number      |                    |
|                        | E-mail Address        |                    |
|                        | Pager Number (if any) |                    |

**F. Bidder's Production and Delivery Managers.** Provide information about the persons who would be principally responsible for managing the production and delivery of production items and books and the information about an alternative person who would also be responsible for managing the production and delivery of production items and books. See *Contract Form, Item #1, Part X, Paragraph "B."*

### Principal Manager

| Category                |                           | Bidder Information |
|-------------------------|---------------------------|--------------------|
| Personal<br>Information | Name                      |                    |
|                         | Title                     |                    |
| Business<br>Location    | Street Address            |                    |
|                         | City, State, and Zip Code |                    |
| Contact<br>Information  | Telephone Number          |                    |
|                         | E-mail Address            |                    |
|                         | Pager Number (if any)     |                    |



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|----------------------|--|

### Alternative Manager

| Category             |                           | Bidder Information |
|----------------------|---------------------------|--------------------|
| Personal Information | Name                      |                    |
|                      | Title                     |                    |
| Business Location    | Street Address            |                    |
|                      | City, State, and Zip Code |                    |
| Contact Information  | Telephone Number          |                    |
|                      | E-mail Address            |                    |
|                      | Pager Number (if any)     |                    |

**G. *Authorized Representative (Contract).*** Provide information about the person authorized to negotiate and execute a contract on behalf of the bidder based on this proposal:

### Negotiating Representative

| Category             |                  | Bidder Information |
|----------------------|------------------|--------------------|
| Personal Information | Name             |                    |
|                      | Title            |                    |
| Contact Information  | Telephone Number |                    |
|                      | E-mail Address   |                    |



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## VI. ADDITIONAL COMMENTS

The bidder may provide any additional comments as required to further explain a response made to any question included in this proposal form or to an alternative to a requirement stated in this proposal form which satisfies the objectives of this proposal.



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|                      |  |
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| <b>Bidder's Name</b> |  |
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## VII. AUTHORIZED SIGNATURE

A person authorized by the bidder must sign and date this proposal. The signed proposal as submitted to the Agency shall bind the bidder to the terms and conditions of this proposal:

### Signature of Authorized Representative

|           |       |       |
|-----------|-------|-------|
| <hr/>     | <hr/> | <hr/> |
| Signature | Title | Date  |



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|               |  |
|---------------|--|
| Bidder's Name |  |
|---------------|--|

## VIII. ATTACHMENTS

- A. Sample -- Paper Stock.** Regardless of whether the bidder can verify compliance, provide a sample of the paper stock that the bidder proposes to use:

Attach Sample of Paper Stock Here and  
Submit a Full-Page Sample as Part of the Proposal



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|               |  |
|---------------|--|
| Bidder's Name |  |
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- B. *Sample -- Cover Fabric.*** Regardless of whether the bidder can verify compliance, provide a sample of the cover fabric that the bidder proposes to use:

Attach Sample of Cover Fabric Here



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|               |  |
|---------------|--|
| Bidder's Name |  |
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## CS-3 PROPOSAL FORMS

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### ***ITEM #2: PROPOSAL FORM FOR THE CODE SUPPLEMENT***

BIDDERS MUST COMPLETE THE INTERACTIVE VERSION OF THE FORM AS PROVIDED BY THE AGENCY ON ITS WEBSITE. TO COMPLETE THIS FORM READ THE INSTRUCTIONS FORM (C-1) AND CONSULT THE CONTRACT FORM FOR THE CODE SUPPLEMENT (C-2 ITEM #2). BOTH FORMS ARE ALSO PROVIDED BY THE AGENCY ON ITS WEBSITE. A FAILURE TO PROPERLY COMPLETE THIS PROPOSAL FORM AND SUBMIT IT BY THE DEADLINE MAY RESULT IN THE BIDDER'S DISQUALIFICATION.

#### **I. BID AMOUNT**

**A. *Contract Price Based on Production and Delivery of Books (and Production Items).***

The bid amount is the contract price calculated by accounting for all production materials and workmanship used by the Contractor in producing and delivering books to the Agency for Agency approval, including the production and delivery of associated production items to the Agency for Agency acceptance or approval. See *Contract Form, Item #2, Parts VII through IX.*

**B. *Estimation.*** The bid amount accounts for the production and delivery of the ordinary order of 4,200 books by assuming that each book has 1,248 pages with 39 signatures each containing 32 pages.



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### Ordinary Order of Books Estimated Number of Signatures

| Number of Books | Signature Form | Signature Count | Bid Amount |
|-----------------|----------------|-----------------|------------|
| 4,200           | 32-page        | 39              | \$ _____   |

**C. Adjustments.** The contract price may be adjusted to account for the following variables during production which could not be calculated when the contract is executed. See *Contract Form, Item #2, Part XI, Paragraph C, Subparagraphs 1 through 3.*

- 1. Incidental Work.** Incidental work such as copy preparation and rework as the Agency instructs the contractor during book production.
- 2. Actual Number of Signatures.** The actual number of signatures for each book as the Agency instructs the Contractor to be added or subtracted from the signature count as estimated by the Agency when the contract is executed.
- 3. Actual Number of Books (Overrun).** The actual number of books accepted by the Agency which are produced and delivered as an overrun up to 100 books more than the ordinary order.

### Basis for Adjustment (Incidental Work)

| Type of Work                  | Amount Per Hour |
|-------------------------------|-----------------|
| Correcting Electronic Files   | \$ _____        |
| Making Minor Copy Corrections | \$ _____        |
| Replating                     | \$ _____        |



# REQUEST FOR PROPOSALS (FORMS CS-3)

## PROPOSAL FORMS 2005 IOWA ACTS & 2005 CODE SUPPLEMENT

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| <b>Bidder's Name</b> |  |
|----------------------|--|

**Basis for Adjustment**  
**(Number of Signatures and Books)**

| Signature Calculation                                            | Signatures Per Book               |       | Amount Per Signature Per Book |          |
|------------------------------------------------------------------|-----------------------------------|-------|-------------------------------|----------|
|                                                                  | Form                              | Count | Ordinary Order                | Overrun  |
| Estimated Number of Signatures                                   | 32-page                           | 39    | \$ _____                      | \$ _____ |
| Actual Number of Signatures<br><i>(Adjusted Signature Count)</i> | Each Additional 32-page Signature |       | \$ _____                      | \$ _____ |
|                                                                  | Each Additional 16-page Signature |       | \$ _____                      | \$ _____ |
|                                                                  | Each Fewer 32-page Signature      |       | \$ _____                      | \$ _____ |
|                                                                  | Each Fewer 16-page Signature      |       | \$ _____                      | \$ _____ |

### II. BID AMOUNT BREAKDOWN

- A. Divisions Based on Book Production and Delivery.** Assume that the bid amount accounts for the estimated signature count of each book which is produced and delivered as part of an ordinary order (including for normal delivery and special delivery) but may not account for the actual signature count of each book, the actual number of books delivered (overrun), or incidental work. The Bidder must break down the bid amount to account for both the production and delivery of an ordinary order of books.
- 1. Book Production.** The part of the bid amount associated with book production accounts for the production and delivery of production items and the production of books but excludes the delivery of books to all destinations. In other words, it accounts for everything other than the delivery of books.
  - 2. Book Delivery.** The part of the bid amount associated with book delivery accounts for the delivery (i.e., packaging and shipping) of books to all destinations required in the contract, which includes both normal delivery and special delivery.



# REQUEST FOR PROPOSALS (FORMS CS-3)

## PROPOSAL FORMS 2005 IOWA ACTS & 2005 CODE SUPPLEMENT

|                      |  |
|----------------------|--|
| <b>Bidder's Name</b> |  |
|----------------------|--|

### Book Production and Delivery (Ordinary Order of Books & Estimated Signature Count)

| Break Down Divisions |                  | Description                                                                                 | Amount   |
|----------------------|------------------|---------------------------------------------------------------------------------------------|----------|
| Book Production      |                  | That part of the bid amount which does not account for the packaging and shipment of books. | \$ _____ |
| Book Delivery        |                  | That part of the bid amount which accounts for the packaging and shipment of books.         | \$ _____ |
| Types of Delivery    | Normal Delivery  | General Distribution<br>State Capitol Complex Distribution                                  | \$ _____ |
|                      | Special Delivery | Legislative Distribution                                                                    | \$ _____ |
|                      |                  | Judicial Distribution                                                                       | \$ _____ |

**B. Divisions Based on Production Materials and Workmanship.** Assume that the bid amount accounts for the estimated signature count and the actual signature count of each book which is produced and delivered as part of an ordinary order (including for normal delivery and special delivery) and for each book which is produced and delivered as part of an overrun, but which does not account for incidental work.

1. **Production Materials.** The Bidder must break down the bid amount associated with production materials (1) Cover and binding and (2) Page paper and ink, which are used to produce and deliver an ordinary order of books and to account for each book produced and delivered as part of an overrun.
2. **Workmanship.** The Bidder must break down the bid amount to account for prepress, plating, printing, and the folding of different form of signatures for 1,248 impressions and then to account for different forms of signatures for each book produced and delivered as part of an overrun.



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### Production and Workmanship Materials

| Production Materials                            | Signatures Per Book                  |       | All Books<br>(Ordinary Order<br>of 4,200 Books) | Each<br>Additional<br>Book (Overrun) |
|-------------------------------------------------|--------------------------------------|-------|-------------------------------------------------|--------------------------------------|
|                                                 | Form                                 | Count |                                                 |                                      |
| Cover and Binding<br>Estimated Signature Count  | 32-pages                             | 39    | \$ _____                                        | \$ _____                             |
| Page Paper and Ink<br>Estimated Signature Count | 32-pages                             | 39    | \$ _____                                        | \$ _____                             |
| Page Paper and Ink<br>Adjusted Signature Count  | Each Additional<br>32-page Signature |       | \$ _____                                        | \$ _____                             |
|                                                 | Each Additional<br>16-page Signature |       | \$ _____                                        | \$ _____                             |
|                                                 | Each Fewer 32-<br>page Signature     |       | \$ _____                                        | \$ _____                             |
|                                                 | Each Fewer 16-<br>page Signature     |       | \$ _____                                        | \$ _____                             |

| Prepress, Plating,<br>Printing, and Folding of<br>Signatures | Signatures Per Book                  |       | All Books<br>(Ordinary Order<br>of 4,200 Books) | Each<br>Additional<br>Book (Overrun) |
|--------------------------------------------------------------|--------------------------------------|-------|-------------------------------------------------|--------------------------------------|
|                                                              | Form                                 | Count |                                                 |                                      |
| Estimated Signature Count                                    | 32-page                              | 39    | \$ _____                                        | \$ _____                             |
| Adjusted Signature Count                                     | Each Additional<br>32-page Signature |       | \$ _____                                        | \$ _____                             |
|                                                              | Each Additional<br>16-page Signature |       | \$ _____                                        | \$ _____                             |
|                                                              | Each Fewer 32-<br>page Signature     |       | \$ _____                                        | \$ _____                             |
|                                                              | Each Fewer 16-<br>page Signature     |       | \$ _____                                        | \$ _____                             |



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| <b>Bidder's Name</b> |  |
|----------------------|--|

### III. PRODUCTION MATERIALS SPECIFICATIONS

- A. *Detailed Specifications.*** A bidder must submit detailed specifications regarding production materials proposed for book production as follows:

#### Production Materials

| Ink         | Detailed Specifications |          |                           |
|-------------|-------------------------|----------|---------------------------|
|             | Contract Form           | Proposal | Alternative               |
| % Soy-Based | 100                     | 100      | No Alternative Acceptable |

| Paper Stock      | Detailed Specifications    |          |                           |
|------------------|----------------------------|----------|---------------------------|
|                  | Contract Form              | Proposal | Alternative               |
| Name             | "Custom Plus" <sup>3</sup> |          |                           |
| Size             | 7.25" X 10.50"             |          | No Alternative Acceptable |
| Color            | Cream                      |          |                           |
| Finish           | English & Smooth           |          |                           |
| Brightness       | 80                         |          |                           |
| Opacity          | 88                         |          |                           |
| Basis Weight (#) | 35                         |          |                           |

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<sup>3</sup> Manufactured by Nexfor Fraser Papers Inc.



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|----------------------|--|

### Production Materials (Cont.)

| Paper Stock                                  | Detailed Specifications |          |             |
|----------------------------------------------|-------------------------|----------|-------------|
|                                              | Contract Form           | Proposal | Alternative |
| PPI                                          | 800                     |          |             |
| Minimum % of Postconsumer Recycled Materials | 30                      |          |             |
| pH Content                                   | 7 or 7.5                |          |             |

| Cover & Spine     | Detailed Specifications                                                                                |          |                           |
|-------------------|--------------------------------------------------------------------------------------------------------|----------|---------------------------|
|                   | Contract Form                                                                                          | Proposal | Explanation if Different  |
| Book Size         | 7.25" X 10.50"                                                                                         |          | No Alternative Acceptable |
| Nonrigid Material | 17 pt. Lexotone (Lexotone® 17 GA LX17, Tan, Nubuckram, Series 1, Ref. # 6268-1 LK 25806). <sup>4</sup> |          |                           |

**B. *Alternative Explained.*** If a bidder proposes an alternative detailed specification which deviates from one required in Paragraph "A," the bidder must briefly explain why the alternative detailed specification is proposed and why it satisfies the objectives of this RFP. The bidder may continue the explanation and description of the alternative in Part VI.

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<sup>4</sup> Manufactured by FiberMark.



# REQUEST FOR PROPOSALS (FORMS CS-3) PROPOSAL FORMS 2005 IOWA ACTS & 2005 CODE SUPPLEMENT

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| <b>Bidder's Name</b> |  |
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## Explanation

|  |
|--|
|  |
|--|

## IV. COMPLIANCE WITH THE CONTRACT FORM

By submitting a proposal to the Agency, a bidder who is selected as potential contractor by the Agency agrees to the terms and conditions as provided in the Contract Form for the Code Supplement, unless the Contractor expressly provides otherwise in Part VI. If the bidder refuses to comply with a term or provision in the Contract Form for the Code Supplement, the bidder must complete Part VI by providing an explanation for the refusal and a description of an alternative approach which satisfies the objectives of this proposal form.

## V. STATEMENT OF WORK

**A. Business Information.** Provide information about the bidder's business:



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### Bidder's Business

| Category                          |                              | Bidder Information |
|-----------------------------------|------------------------------|--------------------|
| Business Name                     |                              |                    |
| Principal<br>Place of<br>Business | Street Address               |                    |
|                                   | City, State, and<br>Zip Code |                    |
| State of Incorporation            |                              |                    |
| Federal ID Number                 |                              |                    |

- B. *Production Locations.*** Provide information regarding the location of production operations for the production of production items and books:

### Place of Production

| Category                   |                                                                              | Bidder Information                   |
|----------------------------|------------------------------------------------------------------------------|--------------------------------------|
| In-State<br>Production     | Percentage of Production<br>Located in this State                            | 100%    ___    Less than 100%    ___ |
|                            | Principal Place of Production<br>Street Address<br>City and Zip Code         |                                      |
| Out-of-State<br>Production | Principal Place of Production<br>Street Address<br>City, State, and Zip Code |                                      |
|                            | Secondary Place of Production<br>Street Address<br>City, State, and Zip Code |                                      |
|                            | Secondary Place of Production<br>Street Address<br>City, State, and Zip Code |                                      |



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|----------------------|--|
| <b>Bidder's Name</b> |  |
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**C. Subcontractors.** Provide information regarding subcontractors used in the production and delivery of production items and books:

### Use of Subcontractors

Verify that the bidder will or will not use subcontractors:

|                    |
|--------------------|
| Yes _____ No _____ |
|--------------------|

### First Subcontractor (Production of Production Items and Books)<sup>5</sup>

| Category                            |                              | Bidder Information |
|-------------------------------------|------------------------------|--------------------|
| Name                                |                              |                    |
| Principal<br>Place of<br>Production | Street Address               |                    |
|                                     | City, State, and Zip<br>Code |                    |
| Percent of Total Production         |                              | _____ %            |
| Type of Production                  |                              |                    |
| Qualifications                      |                              |                    |

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<sup>5</sup> The Agency assumes that a bidder will not use more than one subcontractor to produce production items or books.



# REQUEST FOR PROPOSALS (FORMS CS-3) PROPOSAL FORMS 2005 IOWA ACTS & 2005 CODE SUPPLEMENT

|                      |  |
|----------------------|--|
| <b>Bidder's Name</b> |  |
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## Second Subcontractor (Delivery of Production Items)

| Category                      |                           | Bidder Information |
|-------------------------------|---------------------------|--------------------|
| Name                          |                           |                    |
| Principal Place of Production | Street Address            |                    |
|                               | City, State, and Zip Code |                    |
| Percent of Total Production   |                           | ____ %             |
| Type of Production            |                           |                    |
| Qualifications                |                           |                    |

## Third Subcontractor (Delivery of Books)

| Category                      |                          | Bidder Information |
|-------------------------------|--------------------------|--------------------|
| Name                          |                          |                    |
| Principal Place of Production | Street Address           |                    |
|                               | City, State and Zip Code |                    |



**REQUEST FOR PROPOSALS (FORMS CS-3)**  
**PROPOSAL FORMS 2005 IOWA ACTS & 2005 CODE SUPPLEMENT**

|                      |  |
|----------------------|--|
| <b>Bidder's Name</b> |  |
|----------------------|--|

**Third Subcontractor (Delivery of Books)**  
**(Cont.)**

| Category                    | Bidder Information |
|-----------------------------|--------------------|
| Percent of Total Production | _____ %            |
| Type of Production          |                    |
| Qualifications              |                    |

**C. Statutory Publications.** Provide information regarding statutory publications produced by the bidder:

**Iowa Statutory Publications**

Verify that the bidder has produced a statutory publication for the Legislative Services Agency within the last five years:

|                    |
|--------------------|
| Yes _____ No _____ |
|--------------------|

**Iowa Statutory Publications**

| Publication     | Each Year Bidder Produced a Publication |  |  |  |  |
|-----------------|-----------------------------------------|--|--|--|--|
| Code Supplement |                                         |  |  |  |  |
| Code of Iowa    |                                         |  |  |  |  |
| Iowa Acts       |                                         |  |  |  |  |



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| <b>Bidder's Name</b> |  |
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### Other Statutory Publications

Verify that the bidder has produced a statutory publication other than for the Legislative Services Agency within the last five years:

|                    |
|--------------------|
| Yes _____ No _____ |
|--------------------|

### First Statutory Publication

| Category           |                                 | Bidder Information |
|--------------------|---------------------------------|--------------------|
| Book               | Title and Year of Publication   |                    |
| Customer           | Name                            |                    |
|                    | Street Address                  |                    |
|                    | City, State, and Zip Code       |                    |
| Work               | Products and Services Furnished |                    |
|                    | Percent of Total Production     | _____ %            |
| Customer Reference | Name                            |                    |
|                    | Title                           |                    |
|                    | Telephone Number                |                    |
|                    | E-mail Address                  |                    |



# REQUEST FOR PROPOSALS (FORMS CS-3)

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| <b>Bidder's Name</b> |  |
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### Secondary Statutory Publication

| Category           |                                 | Bidder Information |
|--------------------|---------------------------------|--------------------|
| Book               | Title and Year of Publication   |                    |
|                    |                                 |                    |
| Customer           | Name                            |                    |
|                    | Street Address                  |                    |
|                    | City, State, and Zip Code       |                    |
| Work               | Products and Services Furnished |                    |
|                    | Percent of Total Production     | ____ %             |
| Customer Reference | Name                            |                    |
|                    | Title                           |                    |
|                    | Telephone Number                |                    |
|                    | E-mail Address                  |                    |



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| <b>Bidder's Name</b> |  |
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**E. Bidder Contact Persons.** Provide information about persons responsible for answering questions regarding the bidder's proposal:

### Primary Contact Person

| Category             |                           | Bidder Information |
|----------------------|---------------------------|--------------------|
| Personal Information | Name                      |                    |
|                      | Title                     |                    |
| Business Location    | Street Address            |                    |
|                      | City, State, and Zip Code |                    |
| Contact Information  | Telephone Number          |                    |
|                      | E-mail Address            |                    |
|                      | Pager Number (if any)     |                    |

### Secondary Contact Person

| Category             |                           | Bidder Information |
|----------------------|---------------------------|--------------------|
| Personal Information | Name                      |                    |
|                      | Title                     |                    |
| Business Location    | Street Address            |                    |
|                      | City, State, and Zip Code |                    |



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|----------------------|--|

### Secondary Contact Person (Cont.)

| Category               |                       | Bidder Information |
|------------------------|-----------------------|--------------------|
| Contact<br>Information | Telephone Number      |                    |
|                        | E-mail Address        |                    |
|                        | Pager Number (if any) |                    |

- F. Bidder's Production and Delivery Managers.** Provide information about the persons who would be principally responsible for managing the production and delivery of production items and books and the information about an alternative person who would also be responsible for managing the production and delivery of production items and books. See *Contract Form, Item #2, Part X, Paragraph "B."*

### Principal Manager

| Category                |                           | Bidder Information |
|-------------------------|---------------------------|--------------------|
| Personal<br>Information | Name                      |                    |
|                         | Title                     |                    |
| Business<br>Location    | Street Address            |                    |
|                         | City, State, and Zip Code |                    |
| Contact<br>Information  | Telephone Number          |                    |
|                         | E-mail Address            |                    |
|                         | Pager Number (if any)     |                    |



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|                      |  |
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| <b>Bidder's Name</b> |  |
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### Alternative Manager

| Category             |                           | Bidder Information |
|----------------------|---------------------------|--------------------|
| Personal Information | Name                      |                    |
|                      | Title                     |                    |
| Business Location    | Street Address            |                    |
|                      | City, State, and Zip Code |                    |
| Contact Information  | Telephone Number          |                    |
|                      | E-mail Address            |                    |
|                      | Pager Number (if any)     |                    |

**G. *Authorized Representative (Contract).*** Provide information about the person authorized to negotiate and execute a contract on behalf of the bidder based on this proposal:

### Negotiating Representative

| Category             |                  | Bidder Information |
|----------------------|------------------|--------------------|
| Personal Information | Name             |                    |
|                      | Title            |                    |
| Contact Information  | Telephone Number |                    |
|                      | E-mail Address   |                    |



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| <b>Bidder's Name</b> |  |
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## VI. ADDITIONAL COMMENTS

The bidder may provide any additional comments as required to further explain a response made to any question included in this proposal form or to an alternative to a requirement stated in this proposal form which satisfies the objectives of this RFP.



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| <b>Bidder's Name</b> |  |
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## VII. AUTHORIZED SIGNATURE

A person authorized by the bidder must sign and date this proposal. The signed proposal as submitted to the Agency shall bind the bidder to the terms and conditions of this proposal:

### Signature of Authorized Representative

|                                                                                        |                                                                                    |                                                                                   |
|----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| <hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Signature | <hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Title | <hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Date |
|----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|

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|               |  |
|---------------|--|
| Bidder's Name |  |
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## VIII. ATTACHMENTS

- A. *Sample -- Paper Stock.*** Regardless of whether the bidder can verify compliance, provide a sample of the paper stock that the bidder proposes to use:

Attach Sample of Paper Stock Here and  
Submit a Full Page Sample as Part of the Proposal



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|               |  |
|---------------|--|
| Bidder's Name |  |
|---------------|--|

- B. *Sample -- Cover Fabric.*** Regardless of whether the bidder can verify compliance, provide a sample of the cover fabric that the bidder proposes to use:

Attach Sample of Cover Fabric Here